
From: Cathie Allen <[REDACTED]>
Sent: Thursday, 19 April 2018 5:44 PM
To: Andria Wyman-Clarke; Paul Csoban
Subject: FW: Thursday afternoon
Attachments: IMG_9855.JPG; IMG_9858.JPG; IMG_9856.jpg; IMG_9854.JPG; FW_ Diary Orders 2018_example of AJR email to others.pdf; Work related items_AJR.doc; Training Record for AJR re Recordkeeping.doc

Hi Andria

I'm just following up on the below and also the return of Amanda Reeves ID card which has Forensic & Scientific Services on the bottom of it.

A number of items were located in the Confidential Bin that should be retained indefinitely - examples of this are original examination notes from a sexual assault case, original signed Intelligence Reports and QPS documentation. Attached is a list of documents that were retrieved from the Confidential Bin and I have ranked these in priority (attachment - Work related items AJR). Can you please provide me with an update on where this is up to?

I had listed below that Diaries from 2017 and 2018 were not located, I should also include that the Diary from 2016 was not located. Given the notes within the diaries were most likely about staff members and QPS cases, these should be retained by the work unit as per Queensland Government Record Retention guidelines. Attached is the QIS Record which shows that Amanda undertook the Recordkeeping Training in 2011.

Cheers
Cathie

Cathie Allen
Managing Scientist - Police Services Stream

Forensic & Scientific Services,
Health Support Queensland, Department of Health

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HSQ's vision | Delivering the best health support services and solutions for a safer and healthier Queensland.

Queensland Health acknowledges the Traditional Owners of the land, and pays respect to Elders past, present and future.

-----Original Message-----

From: Cathie Allen
Sent: Friday, 30 March 2018 1:53 PM
To: Andria Wyman-Clarke; Andrew Riddell
Cc: Paul Csoban
Subject: Thursday afternoon

Hi Andria & Andrew

Briefly, below are the actions that were taken late on Thursday afternoon and Friday:

- Paul and I attended Block 3 with a key to the Confidential Bin
- Upon opening the bin, we noted loose diary notes with staff members details on them, and loose notebook pages with QPS case numbers on them
- We secured the entire bin in Paul Csoban's office
- We also noted paper from notebooks on the floor in the area of Amanda's desk (see attached pic IMG 9856)
- We noted a brochure regarding verbal and physical assault was left on the keyboard of Amanda's desk (see attached pic IMG 9854 & 9855)
- Also noted attached to the computer is image 9858
- Paul and I tidied the desk area as there was a considerable amount of material left behind that could be discarded
- Diaries were left behind, however 2017 and 2018 diaries have not been located. Diaries are ordered in the previous year, so I believe as Amanda was present up to mid November 2016, so it is assumed that she would have had a diary ordered for her and when she returned to FSS in early 2017, she requested to retrieve personal items from her desk, which I would assume includes the work diary. Attached is her request for a 2018 diary. I can follow up and request the email for the 2017 diary if its required.
- Notebooks with blank pages were left
- All the casefiles were removed from the desk area and will be stored appropriately

██████████ is the staff member that raised the issue of a 'shredding party' with ██████████, as ██████████ was in the area when Amanda was packing up her belongings. Its my understanding that Emma, Kylie and Ingrid assisted Amanda. QIS records should indicate that Amanda and Kylie as line managers have undertaken Record Keeping training (I'm unsure if HP4 staff undergo this training as well, however all staff are aware that records regarding murder etc are required to be held indefinitely).

Other than yourselves, I have not discussed this with anyone other than ██████████ (who provided me with ██████████ account) and Paul Csoban.

I await your advice on any next steps that I should take.

Cheers
Cathie

QIS Training Record for Amanda Reeves – Introduction to Recordkeeping

| | |
|-----------------------------------|--|
| Employee(s) | Amanda REEVES |
| Institution Type | Queensland Health |
| Institution | Government Provider |
| Category | Quality Management |
| Classification | General |
| Course Status | Current |
| Expiry Date | |
| Renewal Date | |
| Expiry Notification Period | |
| Date Awarded | 30/11/2011 |
| Description | Introduction to Recordkeeping - Queensland Health Online Course |
| Other Details | Renewal not necessary. Requirement according to QHEPS is once, within 3 months of induction. |
| Status Type | Completed |
| Competency | Attendance |
| Verified | Yes |
| Verified By | Andrew HARDMAN |



Work items – Amanda Reeves

Unable to locate work issued diaries for 2016, 2017 and 2018

Unable to locate additional notebooks used as, located four – 1 labelled 2009, 1 labelled 2010 and 2 unlabelled

Items recovered from the Confidential Bin:

High Risk

- Original examination notes for a Sexual Assault case – no other copy and not scanned into AUSLAB
- Original Intelligence Reports with original signatures, unknown if copies of these are held on AUSLAB
- QPS Submission of Articles For Forensic Examination form for 3 reference samples for a 2017 case – no copy on AUSLAB
- Diary notes regarding performance management of a staff member and other related meeting notes in relation to this particular staff member
- Meeting notes from the QPS Project Recognition meetings – Ms Reeves was the FSS representative on this group and unknown if these notes/minutes are held elsewhere for access by the organisation
- Meeting notes – not known if these are stored electronically

Medium Risk:

- Copies of Subpoenas – not known if these have been scanned into AUSLAB or stored within the casefile
- Weekly reports with handwritten notes
- Meeting minutes – unknown if these are stored elsewhere for access by the organisation
- Tables of Exhibits – unknown if these are stored in AUSLAB against the case
- Handwritten notes regarding cases (with QP identifiers)
- Case notes and kinship calculations – unknown why these discarded (could have been incorrect and therefore correct version stored on the casefile)

Low Risk:

- Moot court questions used during training (could be used for other trainees)
- Weekly Reports – unknown if stored electronically with access for the organisation
- Workers Compensation Medical Certificate for 2014
- Diary page from 2012
- Handwritten notes regarding projects being undertaken in the work unit
- Meeting notes with handwritten notes
- Email request regarding peer review of results and whether there was agreement on the results
- Copy of Court Transcript (unconfirmed if the organisation has an electronic copy of this)
- Copy of a Training Casefile (unconfirmed if this is a training copy)